



NOAA CAMS INTEGRATED TRAVEL MANAGER DISPATCH

June 14, 2000

An Integrated Travel Manager (ITM) user asked, "How does the Integrated Travel Manager system calculate per diem when a traveler takes annual leave?"



Initially Travel Manager followed only one rule. When a traveler takes more than four hours of annual leave on any given day while in travel status, the ITM system will not allow the traveler any per diem (lodging or M&IE) on that day.

In our January release of the ITM software another rule was added which changed the way per diem is calculated when annual leave is taken. This rule would not allow per diem on the non-work days when more than four hours of annual leave was taken on the day before or after a non-work day. For example, a traveler taking leave on a Monday would not be allowed per diem for Saturday, Sunday, and Monday; or a traveler taking leave on a Friday would not be allowed per diem for Friday, Saturday, and Sunday.

We recently received word that the ITM calculation will be changed again to not give per diem on a weekend when the traveler takes leave on the Friday before and the Monday after the weekend.

Is this confusing or what?



We thought it was. So, we looked to the Federal Travel Regulations regarding Annual Leave while in travel status. We found that the Federal Travel Regulations were not explicit and left the determination of how leave should be handled up to each agency.

When in doubt, call for help.

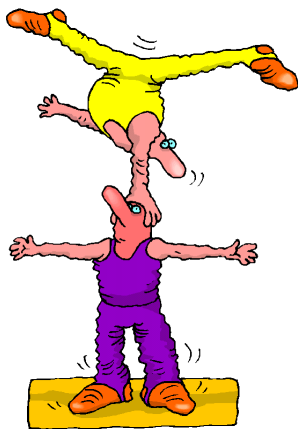
We called the NOAA Travel Policy Office to help us with this one. Here is what we found out---

First, it is not Federal policy to cut Travel Orders to extend a trip to cover annual leave. If a Traveler would like to extend his stay at the TDY location for personal reasons, he can. But the Travel Authorization must reflect the trip dates that were authorized for government purposes only.



Second, if a traveler is authorized to stay at a TDY location for a period which covers a weekend, then he is entitled to Per diem for that weekend.

Sounds simple but it's not. There are always exceptions, so **WHEN IN DOUBT, CALL FOR HELP.**



Hey, wait a minute. A user needs help with ITM and you give him Travel Policy.

I know, but the Integrated Travel Manager system and Travel Policy Office work as a team. Together, we have determined that the January rule does not really work for NOAA so we are deleting that coding immediately.

If you need guidance on how to handle a specific situation, please call the Travel Policy Office. If you need advice on how to use ITM, please call your servicing Finance Office.

FINANCE OFFICES:		
Washington Metro. Area:	CAMS Travel Manager Help Desk NOAA Travel Office	301-427-1009 301-413-3060
Kansas City, MO	CASC	816-426-5965
Norfolk, VA	EASC	757-441-6574
Boulder, CO	MASC	303-497-5307
Seattle, WA	WASC	206-526-4435